

ADPICS PCHL 1800 DIRECT VOUCHER DOCUMENTS LOST IN APPROVAL

A direct voucher will be lost in the approval path if the initiator attempts to make changes and repost under the following set of circumstances:

- The document is rejected back to the initiator, **AND**
- The initiator still has the original document on his/her screen.

To avoid the loss of a document in the approval path, the user **must** refresh the screen by:

- Accessing the document from the 9212 Return Notification mailbox, **OR**
- Pressing the enter key on the 1800 Direct Voucher Header screen, **BEFORE** making changes and attempting to repost.

Documents lost in the approval path in this manner cannot be located on the 9220 Document Authorization Tracking Active Screen, 9230 Document Authorization Tracking Archive Screen, or the 9210 Document Authorization Mailbox. The documents can be found on the 9212 Return Notification Mailbox. The document indicator will be 'A,' while the status is '**APPR**.' MAIN will be responsible for performing a data fix to change the action indicator to 'N' and the status to 'APPR' for those documents that are already lost in the approval path. Agencies will be notified when this occurs.